

~~CONFIDENTIAL~~

25X1



SUPPLY DIVISION WEEKLY REPORT

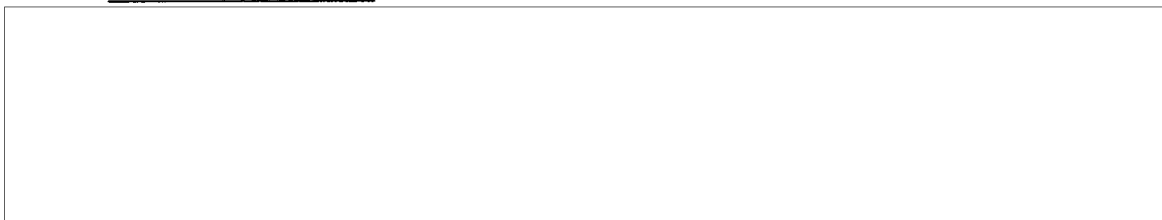
PERIOD ENDING 6 MARCH 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:a. TDY Assistance:

25X1

b. Personnel Changes:

25X1

(1) [redacted] EOD'd to Supply Division, Operations Support Branch on 1 March.

25X1

25X1

(2) [redacted] reassigned from OTS/LOGS and NPIC/LOGS respectively, reported to OSB the week of 5 March. [redacted]

c. Processing Requests for Furniture:

A meeting was held 5 March 1984 between Supply Management Branch (SMB) and Logistics Services Division (LSD) representatives to discuss a more efficient method of processing requisitions for furniture. It was agreed that executive furniture in Allocation 01 (NO-Cost) will be placed in Allocation 00 (Cost) and issued to customers chargeable to PRA. This new method eliminates the preparation and processing of two requisitions for each customer request and will benefit Supply Division, Logistics Services Division, and Procurement Division. LSD will retain the cognizant responsibilities and approval authority for managing furniture. SMB and LSD/BSB personnel are working out the details of the new method and developing stock management guidelines. [redacted] Management of Furniture, will be revised accordingly. [redacted]

25X1

25X1

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Supply Division Weekly Report, Period Ending
6 March 1984

d. Customer Services - Monthly Statistics:

For the month of February, statistics on various types of customer services are as follows:

Cables Prepares		9
Request for Status		486
Telephone	434	
Memo	16	
Walk-ins	36	
Requisitions Prepared		91
Action Cable Conversions	48	
SPB Cable Conversions	16	
SPB Letter Requests	24	
TM Requisitions	1	
Call-ins	2	
Vendor Calls		212
	127	
	85	
System Updates		70
FARS Review		37
Form 1931 Prepared		2
Transmittal Manifest Prepared		4
Line Items Processed		9,881

This total represents a 20% increase from February 1983 and is the second highest number of line items processed in the last four years. This total was exceeded in August 1983 when the total line items processed was 10,106.
(Author: A. Shope)

III. Significant Events Anticipated During the Coming Week:

None.

CONFIDENTIAL